



## St. Constantine's International School

### Principal (Head of School) Role Summary

3-18 years; coeducational; incl. Boarding

Position Title:	Principal (Head of School)
Line Manager:	Chair of the School Management Board
Reports to:	School Management Board
Salary Scale:	Head of School scale

*St Constantine's International School is a British school with a Tanzanian heart. We utilise the Round Square IDEALS and attributes to guide our development and provide focus to the school where strong academic success goes hand in hand with character development. Our Round Square philosophies integrate comfortably with the long-standing school values of: compassion, cooperation, courage, integrity, respect and responsibility.*

#### The Appointment of Head of School

The Head of School will be an outstanding leader with a deeply rooted understanding of education and passion to lead a high-quality, international school. They will aspire to reach the highest standards for the students through implementing creative approaches to teaching and learning and drive the school to an ever stronger, well rounded, learning environment.

#### The successful candidate will:

- ✓ Have had excellent educational exposure with a strong international outlook to what comprises the best education;
- ✓ Have a visionary approach and the ability to think outside the box, demonstrating an exceptional ability to lead a high-class educational establishment;
- ✓ Demonstrate enthusiasm for a holistic approach to education in which the emotional and physical aspects of student development are bound closely to intellectual growth and the pursuit of knowledge as well as the development of leadership skills;
- ✓ Show ambition to evolve a curriculum to enhance the academic learning and achievements of students, as well as extend our relationships with leading universities;
- ✓ Possess the leadership and management skills necessary to direct and motivate a two-site educational institution, and the ability to grow the school further into a top establishment on the African continent;



- ✓ Have energy, focus and commitment for the institution while recognizing the central importance of maximising the potential and growth of all individuals, as future leaders of the African continent;
- ✓ Have empathy and appreciation for the Tanzanian culture as well as integrity for all that the school stands for.

### Key Strategic Responsibilities

- Work closely with the School Management Board on the aims, policies and strategic direction of the school, provide regular, transparent analyses of performance, and generally advise and assist the Governing Board in carrying out its functions.
- Develop and implement long term strategic plans for the school clearly setting out the vision, identifying key milestones and targets and liaising Head of Finance on financial strategy
- Ensure Quality Assurance practices are firmly embedded and adopted effectively in all areas of school operations
- In line with long-term strategy, develop and implement annual school improvement plans with clear priorities and timetabled actions.
- Ensure the school's internal management structures are effective and advise the Board on future staffing needs.
- Understand and respond to the challenges presented by student retention and recruitment
- Act as the public face of the school, promoting it energetically and effectively so that it is the school of first choice for parents and their children
- Develop the school's policies, procedures and operations efficiently and effectively in line with the strategic plan





## Specific areas of Responsibility

### ACADEMIC LEADERSHIP

- Inspire a love of learning and a pursuit of academic rigour
- Regularly review the curriculum to ensure that it remains challenging and imaginative, appropriate to the changing needs of the pupils and be willing to take a broad view and consider alternatives.
- Monitor and evaluate the standards of teaching and learning to ensure that the progress of teachers and pupils is assessed and recorded and that the quality of teaching is of the highest standard.
- Ensure that the School makes the best use of technology and new pedagogic resources as an aid for learning and research.
- Further develop the enrichment programme for all phases, including inline with the Round Square philosophies of the school
- Understand the requirements and demands of Higher Education and the professions, so that pupils can pursue their ambitions in their chosen fields after leaving school.





## BUSINESS LEADERSHIP

- In conjunction with the Head of Admin. & Finance, ensure the school's financial position is always secure as part of the financial probity of financial systems and processes within the school.
- Ensure effective budgeting procedures are in place to ensure financial transparency in all financial matters.
- Foster an atmosphere of accountability in all sections regarding costs and expenses.
- Help to ensure effective reporting procedures to the School Management Board for their oversight.
- Oversee the effectiveness and financial viability of both school sites.
- Where possible develop alternative revenue streams which help to increase the financial security of the school.



## PASTORAL LEADERSHIP

- Ensure a safe working environment for students, staff and visitors in which the well-being of children is the highest priority, shared by all. This includes all aspects of the Boarding House.
- Foster an atmosphere of mutual respect, support and friendliness within the School, ensuring a high standard of behaviour.
- Develop a culture within the School in which diversity is celebrated and personal character is valued and which enables pupils to take their place within society and lead fulfilling lives.



- Develop exceptional standards of pastoral care, for day students and within the Boarding House, which recognises the needs of the individual and offers appropriate support and encouragement.
- Foster a sense of freedom and confidence for pupils and staff to challenge themselves with a flexibility that enables all to fulfil their gifts.
- Ensure effective arrangements are made to safeguard and promote the welfare of all pupils at the school, including the Boarding House, taking into account the local context.



## PARENTS AND THE WIDER COMMUNITY

- Maintain excellent communication links with parents to ensure that they receive regular and informative feedback on student progress, effective communication to keep them informed of the School's activities and pupils' achievements and generally to encourage their strong support of the life of the School.
- Ensure that the parents are able to express their views openly and constructively and feel that their voice has been heard.
- Reach out to the local community to foster excellent relationships and contribute to the life of the wider community around the School.





## CO/ EXTRA-CURRICULAR ACTIVITIES

• Develop and offer personal support to a rich provision of co-curricular and extra-curricular activities and 'additional' pursuits, nurturing the talents and abilities of the pupils, promoting self-discovery and expression, encouraging teamwork and providing service to others.



### Person Specification

*The successful candidate should be:*

- A strong, resilient leader and bold innovator facilitating the development, articulation, implementation, and stewardship of an ambitious vision of living and learning that is shared and supported by the whole school community;
- A person who advocates, nurtures, and sustains a curriculum which provides for innovation, intellectual fulfilment maximisation of personal development and well-being;
- A mature and incisive judge of people capable of motivating a team of teachers committed to the highest standards and the continuation of their professional development;
- An executive figure who ensures the smooth management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
- An educational ambassador collaborating with families and partnerships and the school's stakeholders, responding to community interests and needs, and mobilizing community resources, possessing the diplomatic skills and confidence to operate at all levels;



### *Experience and Education*

The appointed candidate will:

- Be an experienced leader aiming at excellence in all walks of school life with a drive for improvement and a culture of learning;
- Hold a University degree and QTS. A higher degree &/or NPQH is desirable
- Have already demonstrated success in school leadership and management;
- Have experience of a boarding environment preferably, but definitely have demonstrable enthusiasm for a truly holistic approach to education;
- Have international educational exposure and perspective.

### *Skills Required:*

The successful candidate should:

- Be a skilled and innovative education leader who can effectively lead and manage a two-site school and a through school of 3 – 18 years;
- Have a clear vision for an exceptionally focussed education aimed at moulding future leaders;
- Be a collaborative leader and team-player capable of decisive management when necessary;
- Be a powerful and effective communicator who will command the interest and imagination of staff, students and parents;
- Be a positive role model, able to inspire and lead the whole school community;
- Be an internationalist, who strongly supports the Round Square network, and who understands the particular needs of students and families living in Tanzania as well as the continent of Africa.

For an informal discussion email: [tonymacfadyen@scis.sc.tz](mailto:tonymacfadyen@scis.sc.tz)

**TO APPLY**, email [hr@scis.sc.tz](mailto:hr@scis.sc.tz) with your:

CV (that includes three (3) referees, one of whom must be your current Line Manager\*)

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Cover letter, no more than two pages, explaining, *specifically*, why you are the right candidate for this post

\*Referees will not be approached without permission.

This post is subject to an enhanced DBS check or International Child Protection Check.